

Gaucha Translations

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Work order based on ASTM Standard Guide for Quality Assurance in Translation F2575-14

Text in italics clarifies the questions briefly stated in the boxes in the left column.

Client	
Purchase order	
Approval date	
Deadline	<i>Depending on the text and the type of editing required, a reasonable time frame would be 2000 words per day, with at least two work days to complete each project in order to have time for input from a reviewer. This can be adjusted depending on the type of document and the needs of the client.</i>

Specifications

Source text	Locale and audience it was written for	<i>For example, inner city residents of Boston, rural residents of Oregon, attorneys in Michigan</i>
	Subject matter	<i>Medical, legal, science, etc.</i>
	Type of document	<i>brochure, inter office memo, etc.</i>
	Format, including graphics	<i>PDF, inDesign file, etc. Word files are easier for translators to work within the editing process.</i>
Target text	Target audience locale and nationality	<i>Including socioeconomic status?</i>
	Purpose of translation	<i>Publication, gisting, information for medical staff, etc.</i>
	How much localization is expected?	<i>Is the material intended to be written in Plain English or its Spanish equivalent? Is it acceptable to change some text to communicate the same point in a more culturally relevant way? Changes of this type will be submitted to the requester for approval.</i>
	Fact-checking	<i>If the translator finds possible errors or ambiguities in the source text, GT will consult with the client before completing the translation.</i>
	Style Guide	<i>GT has developed a Spanish Style Guide. If the client has a style guide, GT will follow it as long as it is compatible with target language conventions.</i>
	Format for delivered text	<i>Straight text? Formatted text?</i>
Responsibilities	How to handle text in graphics	<i>Who is responsible for modifying the graphics, which could include text elements?</i>
	Desktop publishing responsibilities	<i>If someone other than the translator does the final formatting, it is helpful for the translator to see a final copy before publication.</i>
	Third party review	<i>If the client makes any changes to the translated document without GT approval, GT is no longer responsible for the quality of the document.</i>
Reference materials provided by requester	Source and translated versions of similar texts	<i>Previous translations or materials published in both the source and target languages on the topic will help GT be consistent with previous translations. In some cases, the translator may suggest alternate terms or expressions.</i>

Financial issues	Terms of payment		
	Identification of translator in target document		
	The parties involved in the translation were:	Requester	<i>name and contact info</i>
		Project manager	<i>name and contact info</i>
		Translator	<i>name and contact info</i>
		Bilingual editor (revisor)	<i>name and contact info</i>
	Others	<i>name and contact info</i>	
Ancillary services (desktop publishing, software testing, extensive terminology research, etc.)	<i>These services are not strictly part of the translation, but they may be an integral aspect of delivering a functional document. The translator needs to be involved and compensated for these services on an hourly basis.</i>		

Helen Eby, owner of Gaucha Translations (GT), is an ATA-certified translator (Spanish < - > English) and a certified DSHS Translator (English > Spanish) by the Washington State Department of Social and Health Services. She is also a Spanish state-certified (Oregon) court interpreter and a medical interpreter certified by the Oregon Health Authority.

The makeup of team members in each project will reflect the professionalism Helen has demonstrated and the requirements for each assignment.

Process of translation, based on ASTM Standard Guide for Quality Assurance in Translation F2575-06:

1. Specifications agreement
2. Terminology
 - a. develop glossary using client’s resources and ongoing translation process
3. Translation
4. Editing:
 - a. Compare source text to target text for:
 - i. completeness
 - ii. accuracy
 - iii. free from misinterpretations
 - b. Referring only to target text:
 - i. coherence
 - ii. readability
5. Formatting and compilation
6. Proofreading and verification:
 - a. typographical errors
 - b. spelling
 - c. formatting
7. Comparison with specifications
8. Delivery
9. Client review